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From: Fausett, Gary (DPH)
Sent: Monday, November 08, 2010 2:44 PM
To: Beurs, Eva (DPH)
Cc: Nassif, Julianne (DPH); Jenner, Jennifer (DPH); Jeannie Ruiz; McGuire, Thomas M (DPH); Servizio, Paul (DPH); Cheng, Gloria (DPH); Piro, Peter (DPH); Clemmer, Jill (DPH)
Subject: Analytical Chemistry proficiency tests ordered through Government Scientific

Hi, Eva—

I spoke with JR at Government Scientific about proficiency tests ordered through them. The people from analytical chemistry will continue to obtain quotes from Government Scientific. The quotes should have the complete ship to address portion filled in including contact name and room number. Once a quote is received by the lab it will be forwarded to me and I will add the account number, unit code and activity code. I will then forward the quote to you. After approving the order, would you send an email referencing the quote number to JR at Government Scientific? On receiving your email, JR will place the order. Government Scientific understands that the contract number assigned them will serve as the PO number for all our proficiency testing requests placed with them. They have no problem with that.

While individual proficiencies are sent directly to the labs, all invoices will be emailed to Eva.Beurs@state.ma.us. The invoices will reference the appropriate quote number. Government Scientific generally doesn't invoice until they are billed but will send a practice invoice shortly to test the system.

If you have any questions, just call.

Thanks.

--Gary